

To: Students in the Portfolio Presentation Course
From: Steven Cohen
Subject: Explanation of Portfolio Course Requirements and Schedule
Date: January 9, 2003

There are three requirements for the course:

1. A case study of a management issue at your place of work.
 2. A collection and annotation of written work from your place of work.
 3. Progress reports and a presentation of your case and other written work to your faculty advisor and a small group of your fellow students.
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- **A case study of a management issue at your place of work.**
A case study of a management problem or policy issue faced by the organization that you work for today or worked for in the past. The project selected must have a life cycle of at least six months. The case study should present a problem that can at least be partially addressed through concepts or skills that are taught in the program's curriculum. We have attached a paper that includes a discussion of case teaching and advice on case writing.

 - **A collection and annotation of written work from your place of work.**
A collection of at least **5** pieces of written work you have produced on the job, since the beginning of your course of study at SIPA. Each piece of written work should be accompanied by a brief discussion (no more than two pages), of the specific skills and concepts learned in the curriculum that were of use to produce that particular piece of work.

 - **Presentation of written work.**
This semester your Portfolio Faculty Advisor will convene three sessions with all of the students they are advising.
 - At the first session, which takes place on January 25, 2003, you will present a progress report on the case you are studying and discuss the non-case study portion of the portfolio. These materials should then be submitted as soon as possible for faculty review and comment.

 - At the second session of the course on March 8, 2003 each student will make a 10 minute presentation of the degree to which skills learned in the EMPA program are reflected in the written work you are including in you portfolio.

 - At the third and final session of the course, which takes place on April 12, 2003, each student will make a ten-minute presentation of their case study before the faculty mentor and the rest of the faculty member's Portfolio advisees. After the presentation, students will revise their case study to reflect points raised by faculty and student comments.

COURSE TIMELINE:

- 1. Submit Advisor Preference Form and receive notification about your Portfolio Advisor. (September 14-21, 2002)**
- 2. Portfolio and Case Study Description and Proposal (Due October 12, 2002)**

All students must submit to their faculty advisor a case study proposal of no more than two pages and a separate paragraph describing the expected contents of their annotated work portfolio. Students should call or email their faculty advisor if they have any questions about how the proposal should be structured.
- 3. Faculty Feedback and Approval to Proceed (Due October 26, 2002)**

Faculty will provide students with written approval to proceed as proposed or specify changes desired.
- 4. First Draft of Case Study and List of Five Work Products (Due Nov. 23, 2002)**

Students must submit the first draft of their case study and list the five work products to be annotated for their portfolio to their faculty advisor no later than 11/23/02.
- 5. Faculty Feedback and Approval to Proceed (Due December 21, 2002)**

Faculty will provide students with written comments and approval to proceed to final draft, including suggestions for the portfolio annotation reports by 12/21/02.
- 6. Presentation Organization Meeting (January 25, 2003)**

Faculty advisors meet with their advisees to hear student progress reports, provide feedback, exchange views, and prepare for the March 8 presentations.
- 7. Presentation of Annotated Written Work (March 8, 2003)**

During this session students discuss how the skills they learned in the EMPA Program are reflected in their written work.
- 8. Final Draft of Case Study and Annotated Portfolio (Due April 5, 2003)**

Students must submit their final draft of the case study and annotated portfolio by April 5, 2003. Faculty advisors and students will work together to then incorporate faculty feedback and comments.
- 9. Final Presentations and Celebratory Luncheon (April 12, 2003)**

Each group of students and their faculty advisor will meet separately. Every student will make a 10 minute oral presentation of their case to their faculty advisor and fellow advisees. Following the presentations, a celebratory luncheon will be held for the entire graduating class and their faculty at 420 West 118th Street.